DOCUMENT RESUME

ED 215 746 JC 820 228

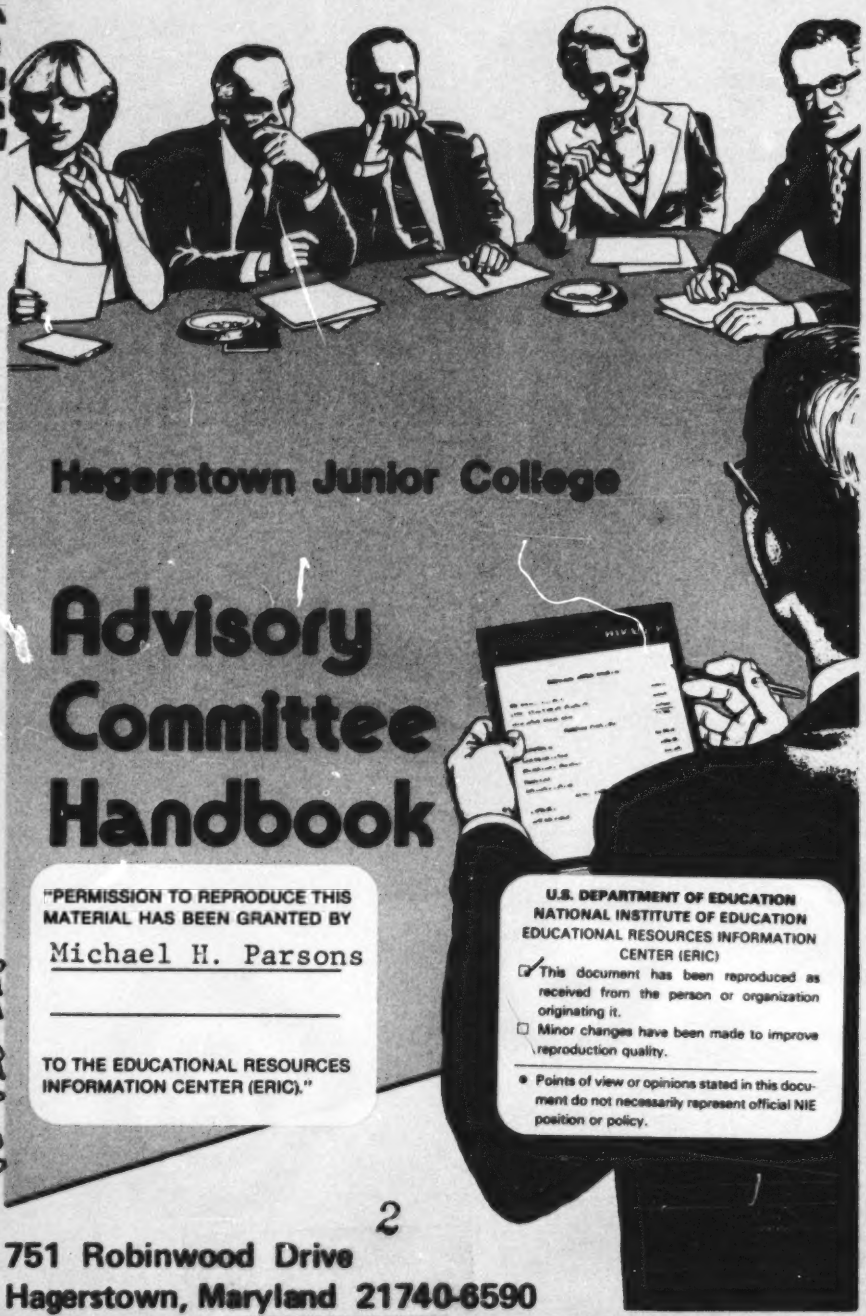
TITLE	Hagerstown Junior College Advisory Committee Handbook.
INSTITUTION	Hagerstown Junior Coll., Md.
PUB DATE	82
NOTE	10p.
EDRS PRICE	MF01/PC01 Plus Postage.
DESCRIPTORS	*Advisory Committees; Community Colleges; *Community Involvement; Group Activities; Group Membership; Guidelines; *Organizational Objectives; *School Business Relationship; Two Year Colleges; *Vocational Education

ABSTRACT

The use of advisory committees in occupational education is a natural and desirable extension of lay participation in education and an efficient and logical way of keeping programs current. At Hagerstown Junior College (HJC), the primary functions of an advisory committee are to provide advice and counsel regarding the development, maintenance, operation, and modification of occupational programs; to suggest types of educational and technical services needed by the community; and to participate in program evaluation. The committee is an advisory body, composed of community and professional representatives who are concerned with the quality of education of their future employees and who wish to help HJC use its resources wisely. While there is no single criterion for member selection, committee members should have personal interest, sufficient time, current knowledge of their field of specialization, ability and willingness to work with the committee, and commitment to graduate placement. HJC advisory committees are generally composed of six to twelve members who serve for a period of one year and who meet at least once each semester. Each committee has a chairperson who presides over the meetings and a secretary responsible for communications with the members. In addition to the material covered above, this handbook provides information on committee procedures and guidelines for chairpersons and secretaries and outlines the philosophy and objectives of HJC. (HB)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

ED215746



Hagerstown Junior College

Advisory Committee Handbook

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY

Michael H. Parsons

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

U.S. DEPARTMENT OF EDUCATION
NATIONAL INSTITUTE OF EDUCATION
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

☑ This document has been reproduced as received from the person or organization originating it.

☐ Minor changes have been made to improve reproduction quality.

• Points of view or opinions stated in this document do not necessarily represent official NIE position or policy.

JC 820 228

2

751 Robinwood Drive
Hagerstown, Maryland 21740-6590
(301) 790-2800

Advisory Committee Handbook
HAGERSTOWN JUNIOR COLLEGE
751 Robinwood Drive
Hagerstown, Maryland 21740-6590

Revised Summer 1982

BACKGROUND AND ROLE OF ADVISORY COMMITTEES

American society has instituted and maintains public education to conduct activities and to serve needs that are both necessary and desirable. Citizens have always been involved in educational activities through their participation as lay advisors on state and local boards of education. Such involvement assures that educational systems remain responsive to the needs of society.

The use of advisory committees in occupational education is a natural and desirable extension of lay participation in education. Occupational programs are designed to prepare students to enter the labor force immediately following graduation or to upgrade the skills of people already employed. These programs need to be reviewed and updated regularly by those individuals who are practicing the occupation. Program advisory committees are an efficient and logical way of keeping programs current.

FUNCTIONS OF AN ADVISORY COMMITTEE

The primary functions of an advisory committee are

1. to advise and counsel the faculty and administration of the College concerning the operation of occupational programs;

2. to suggest the types of educational and technical services needed in the community;

3. to advise the faculty and administration on the development, maintenance, and modification of the programs; and

4. to participate in periodic program evaluations.

The committee is an advisory body. The members serve as community and professional representatives who assist the College in offering programs that meet both student and community needs. Being familiar with latest technologies, they are able to inform College faculty and administration of the need for change in course content or procedures. Finally, the committee members consult with faculty and administration to identify professional development for the instructional staff.

REASONS FOR MEMBERSHIP

People accept invitations to serve on advisory committees for two basic reasons. They may be concerned about the quality of education and training their future employees are receiving, or they may want to help the College use its resources wisely. Advisory committee members foster closer cooperation between education and the occupations. Also, they develop a better understanding of occupational education among industry, business, and the general public.

MEMBER SELECTION

While there is no single criterion for selection of members to serve on an advisory committee, reasons for selection include

1. a personal interest in the existence and continuation of the occupational program they will be advising;

2. the available time to attend scheduled and special meetings as needed in order to conduct business and carry out their responsibilities;

3. possession of current knowledge in their fields of specialization;

4. representation of different businesses and industries that are served by the graduates of the occupational programs; unrelated areas may be represented in order to provide a broad perspective relative to program needs;

5. the ability to work with the committee, the faculty involved in the program, and the College administrators in bringing about sound programs;

6. a willingness to provide counsel in a manner that will reflect the broad, general needs rather than a narrow segment of that business or industry; and

7. a commitment to help students, faculty, and the community through active participation in graduate placement.

The number of members appointed to any one committee is flexible; however, there will normally be no fewer than six members nor more than twelve. The faculty of the program, the Division Chairperson, and the Dean of Instruction will serve as ex officio members of the committee.

LENGTH OF APPOINTMENT

All members are appointed for a period of one year by the Board of Trustees upon recommendation of the President. They may be reappointed for additional terms. Members are encouraged to recommend potential new prospects for committee involvement.

COMMITTEE ORGANIZATION

Each committee will have a chairperson who will preside over the meetings and insure that business is conducted according to Robert's Rules of Order. A faculty member from the occupational program will serve as secretary to the committee and will be responsible for mailing agendas prior to the meetings, keeping the minutes of the meetings, and distributing copies of the minutes following their approval.

COMMITTEE PROCEDURES

The advisory committee will meet at least once each semester and may be requested to meet more often if the need arises. The meetings will be called by College representatives in cooperation with the committee chairperson. Committee members are encouraged to select the date for the next session before the close of each meeting. All communications sent by the advisory committee to the College should be directed initially to the occupational program faculty. It will be their responsibility to transmit the information to the appropriate Division Chairperson and the Dean of Instruction. The Division Chairperson and the Dean will communicate with the committee through the program faculty.

GUIDELINES FOR COMMITTEE CHAIRPERSON AND SECRETARY

The guidelines for committee chairperson and secretary are to

1. plan the meeting agenda well in advance of the scheduled meeting date;

2. send the proposed agenda to the members at least one week prior to the meeting;

3. include housekeeping details: parking arrangements, room and location, proposed starting and ending times;

4. include a procedure for members to indicate their availability to attend;

5. start and adjourn on time; and

6. file minutes and provide copies to members, appropriate Division Chairpersons, and the Dean of Instruction withir ten days following the meeting.

THE COLLEGE PHILOSOPHY

Hagerstown Junior College is a community-oriented public two-year college which acts upon the belief that all who seek further education should have this opportunity. Hagerstown Junior College is designed to satisfy the needs of people to be served by

1. developing the skills and basic intellectual qualities in them for further education and occupational competence;

2. expanding their knowledge about themselves and the world in which they exist;

3. providing them with the opportunity to pursue cultural and intellectual interests;

4. encouraging them to think logically and critically;

5. aiding them in the realistic appraisal and fulfillment of their goals, abilities, and achievements; and

6. fostering an awareness of their obligations in a democratic society.

OBJECTIVES OF HAGERSTOWN JUNIOR COLLEGE

The objectives formulated by the College staff are to

1. provide the appropriate curricula, instruction, and learning environment for the student who is planning to transfer to another educational institution; for the student who is planning employment immediately upon graduation; and for the citizen who is interested in the enrichment value of education;

2. offer services which contribute to the cultural and economic welfare of the entire community;

3. make available courses of a general education nature;

4. offer courses of a developmental nature to reinforce academic skills and ease the transition into college-level curricula;

5. provide counseling services for the assistance of all students;

6. provide financial aid to students who demonstrate need; and

7. provide a variety of co-curricular activities for all interested students.

ACCREDITATION

Hagerstown Junior College is accredited by the Middle States Association of Colleges and Secondary Schools and is a member of the Junior College Council of the Middle Atlantic States, and the American Association of Community and Junior Colleges.

JUN 18 1982

UNIVERSITY OF CALIFORNIA
ERIC® CLEARINGHOUSE FOR
JUNIOR COLLEGES
96 POWELL LIBRARY BUILDING
LOS ANGELES, CALIFORNIA 90024
EE 26